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## NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION  
NO. 18-2TRAINING  
26 March 1969

## PROCEDURES FOR REQUESTING ATTENDANCE AT PROFESSIONAL MEETINGS

RESCISSION: NPIC Notice No. 18-1-16, dated 12 April 1967

1. Central Intelligence Agency Form 2504 (8-65), Request for Travel and/or Contact, will be used by CIA personnel at the NPIC anticipating attendance under NPIC sponsorship at professional meetings, conventions, and symposia which are not considered formal training programs. DIA personnel assigned to the NPIC will follow essentially the same procedure for attendance at similar programs as appropriate for CIA personnel in order to be sponsored by the NPIC.

2. Formal training programs, or those programs consisting of regularly scheduled presentations with the primary objective of increasing the knowledge or skills of the attendee, are to be requested by CIA personnel on Central Intelligence Agency Form 136, Request for Training at Non-Agency Facilities. DIA personnel will be expected to use appropriate DIA channels when they are applying for sponsorship for similar training programs.

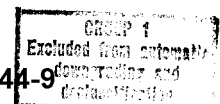
3. When appropriate the Divisions/Staffs will complete Form 2504 as indicated below and forward it to the Training Branch, Support Services Division.

a. In addition to the normally required items on the Form 2504, the following information should also be included.

- (1) Name and/or sponsor of the meeting.
- (2) Dates of meeting.
- (3) Locale of meeting.
- (4) Job title of the attendee(s).
- (5) Whether or not the attendee(s) is a member of the organization.
- (6) A brief statement of justification and objectives.
- (7) Amount of registration fee and any other information pertaining to registration.

b. In the event that two individuals from the same division/staff are to be sponsored for the same program, the names and appropriate information on both parties should be included on the Form 2504.

*Reviewed per  
NPIC branch  
3/24/79*

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TRAINING

4. Requests for attendance should be submitted to the Training Branch, Support Services Division at least four weeks prior to the beginning date of such programs.



E. H. KNOCHE  
Executive Director

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